

# BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

## **POSITION: Accountant Financial Controls**

Ref: REC/04/15

**Minimum Requirements:** • B Com Accounting Degree plus articles • 3 years' experience as an Auditor.

**Required Competencies:** • Thorough knowledge of the Income Tax Act and Value Added Tax Act, PFMA, Treasury Regulations, Companies Act, Insolvency Act, NCA, FICA, King report and all other relevant legislation • Practical knowledge and understanding GAAP, statements of GAAP, IFRS and IAS • Practical knowledge of internal audit principles • Practical knowledge of Management Accounting principles and calculations • Accuracy in journal accounts • Accuracy in payroll expenditure and P.A.Y.E deductions and payments.

**Specific Functional Responsibilities:** • Monitor adherence to financial policies, procedures, rules, regulations and authorised financial delegations • Monitor the implementation of action plans to address internal control deficiencies • Compare billings to lease agreements to extract exception reports and manage leases • Identify gaps in the organisational financial controls and effectively recommend improvements • Review compliance with good corporate governance • Support cost and management accounting in the review of the annual budget • Check the quality of the monthly and annual financial statements • Review status of all records to ensure that all control account reconciliations are prepared timeously, reviewed and that all reconciling items are promptly investigated and cleared • Review PAYE and other statutory payments and provide support in staff salary structuring • Attend half year and year end stock count and physical verification • Review and appraise the soundness, effectiveness and proper application of accounting and financial controls, compliance procedures and controls and timeliness of documentation generation • Assess the adequacy and extent of programs designed to safeguard organisation assets • Prepare reports to the management on the quality of the internal controls and any deviation from procedures.

**African Males, White Female and Coloured Male are encouraged to apply.**

## **POSITION: Project Programme Manager**

Ref: REC/05/15

**Minimum Requirements:** • Bachelor's Degree in the Built Environment (Architectural / Engineering) or equivalent • Certified Prince II Practitioner in Project Management • Pr Eng. with ECSA Registration. or Registered with any of the Built Environment Forums e.g. PrArch, PrQS, PrCPM, etc • 10 years' experience within the Built Environment in a multi-disciplinary environment of which 5 years of the 10 year experience must be at middle/senior management experience • Extensive Project Management experience; • Previous experience in industrial infrastructure and facilities (factories) development • Experience in the appraisal of infrastructure and superstructure designs, and design reports • Demonstrate an ability to communicate at all levels and be a team player and control Strong computer literacy • Previous experience in dealing with Multi-Nationals or FDI and Post Graduate Degree/Diploma in Business Management/Administration an added advantage.

**Required Competencies:** • Cost effective management of infrastructure super-structures • Strategic planning • Programme Management / Implementation • Compliance • Reporting / Administration • Investor / Stakeholder Management • Management of staff • Understanding of the ELIDZ SHE Management System & Occupational Health & Safety Act.

**Specific Functional Responsibilities:** • Cost effective management of infrastructure super-structures; Collates and analyse all data received from investors as per required needs - as detailed within the Technical Questionnaire (provision of operational needs) • Ensures that cost estimates are provided by the property section in terms of high level rentals - so that business cases may be developed • Following investor acceptance and the development and presentation of Board papers for approval, prepares project funding applications for DTI as per the funding model • Submits each project plan - separately - as a complete plan • Considers the environment and material needs and standards and structures these plans to suit stated need • Strategic Planning; Develops the Infrastructure Master Plan in order to determine the most suitable way to proceed • Develops the Concept Plan for each sector - detailing related costing • Determines a workable solution regarding the manner in which shared services can lead to cost savings and markets overall proposal • Proposes inclusion / inputs into the APP and ensures that inclusion is made in the project and forecast plan for the years ahead • Engages in forecasting - analysing the investor pipeline and determining the number and type of investors (potentially) in order that arrangements can be made / planned in respect of steam / water and the like. Notifies Eskom for forward planning and 3 year notice demand purposes • Programme Management / Implementation; Works with defined projects (pipeline and others) and identifies those that exist at an advanced stage • Defines the applicable projects and the sectors to which they relate • Determines which are most suited for infrastructure vs buildings • Provides relevant technical information to a designated Design and Review Committee for further analysis • Ensure safety management of all employees in their departments • Compliance; Ensures that all aspects of compliance within this area of the built environment are adhered to. More specifically these relate to; the National Building Regulations, SANS in the Built Environment, CIDB Regulations for project construction and procurement, PMMA (Reporting in respect of funding), PPPFA ,BBBEE, Environmental Management Regulations (NEMA) and OSH Act • Reporting / Administration; Ensures that reporting is concluded as follows:- Management / EXMA reporting • Progress Reports • Budget Variance / standard reporting • DTI and Province reports through the Office of the CEO • Bid updates to the Board • Adhoc Reporting • Investor / stakeholder management; Meets with new investor in order to discuss needs, provide inputs, introduce to the project team • Ensures that costings are accurately calculated and concept plans fine-tuned for approval • Arranges monthly client / tenant meetings in order to ensure all parties comfortable and happy with services • Ensures that the procurement team presents the proposal / business case to Committees, manages the design, discusses changes to specifications and the like • Submits variation orders for approval via the Board • Management of staff; Staff appointments (Recruitment and selection) • Performance Scorecard development • Performance Assessment & Reward/Recognition • Application of educative, corrective and punitive discipline as appropriate/applicable • Control of attendance and leave • Coaching, mentoring, training and developing (capacitated staff).

**African Females and Coloured Males are encouraged to apply.**

Applications must be submitted by e-mail to: [recruitment@elidz.co.za](mailto:recruitment@elidz.co.za)

The closing date is **11 September 2015** if you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill these positions.